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M O N T H L Y   R E P O R T   F O R   T H E

# OFFICE OF TOWN CLERK

*Providing exceptional public service  
to our community and internal partners,  
with a commitment to integrity, honesty,  
and accountability, while conforming to the  
highest standards of conduct and ethics.*



**J U N E   2 0 2 0**





## Elections

[www.CRgov.com/elections](http://www.CRgov.com/elections)

*Guardians of Democracy*  
Designated Election Official  
FCPA Filing Officer

**November 3, 2020 Election Day**

**Election of Councilmembers**

**Districts 1, 2, 4 and 6**

*Nomination petitions - circulate August 4-24*

*Candidates registered for Districts 2 and 6*

*Seven active Candidate and Issue Committees*

## Records

[www.CRgov.com/municipal code](http://www.CRgov.com/municipal code)

*Historian, Archivist, Keeper of the*  
*Laws, Legal Notices*

Route and execute Town documents

Codify Town laws

Archive Town records into Alchemy

Publish and post legal notices

Process recordings and agreements for Legal

### Documents Processed

300

338

3 Year Avg  
YTD

2020 YTD

### Open Records Requests

78

158

3 Year Avg  
YTD

2020 YTD

## CORA Requests

[www.CRgov.com/openrecords](http://www.CRgov.com/openrecords)

*Provide Transparency to the Public*

Coordinate with departments to fill

public records requests under

Colorado Open Records Act

### No Knock Registrations

6469

693

Total  
Registered

2020 YTD

## No Knock Program

[www.CRgov.com/noknock](http://www.CRgov.com/noknock)

*Program Created in 2008*



# Liquor Licensing Authority

[www.CRgov.com/liquor](http://www.CRgov.com/liquor)

## Assistance to Businesses

**Modifications:** The Town's Clerk's Office has been working with local businesses and the State to quickly issue modifications to allow for additional outdoor dining spaces. These have been a combination of adding the DMA summer patios as we have done every summer, adding additional private parking lots, and some have applied for the COVID-19 Temporary modifications authorized by the State.

**Public Consumption:** The Town Clerk's Office requested allowing Public Consumption Areas in rights-of-way which was successfully approved by the Governor along with the State's Communal Dining Areas. The Town Manager is authorized to approve these areas and will accept requests from businesses.

**Communications:** An email was sent to all licensees providing information and links to the local business programs, state programs, Tri County and State guidelines. Email sent to all Taverns to clarify order to allow them to continue operating if they served food.

## New Licenses

The Oaks in Plum Creek - pending CO  
Tribe in Riverwalk - pending CO  
La Loma - pending CO  
Sprouts - Hearing to be set

## Transfers

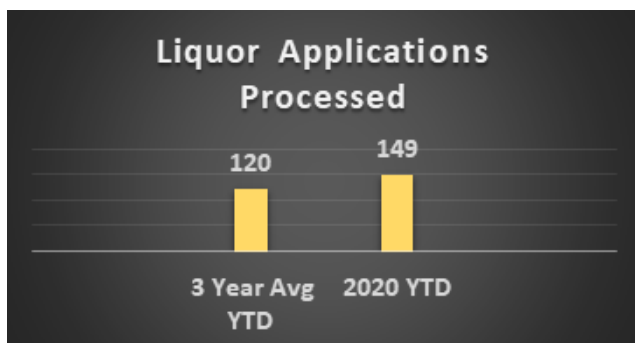
Whiskey Lodge - Issued  
El Korita - pending  
Rose's Bella Cucina - pending

## Summer Patios and Outdoor Modifications

B&B Cafe Patio  
Z'Abbracci's Patio + COVID modification  
Scileppi's Patio + COVID modification  
Crowfoot Patio  
Crush COVID modification  
Castle Café Patio + COVID modification  
Angies COVID modification  
Union COVID modification  
My Cafe COVID modification  
Black Eyed Pea permanent modification  
Whiskey Lodge COVID modification  
105 West Public Consumption Area

## Special Events

Starting June 14 - Farmers Market  
July 3 - First Friday  
July 18 - Winefest  
July 24-Aug 2 - Douglas County Fair  
Aug 7 - First Friday  
Aug 20 - Miller Park Concert  
Sept 4 - First Friday  
Sept 17 - Miller Park Concert



**New:** 2017( 3), 2018(7), 2019 (8)  
**Transfers:** 2017(11), 2018(9), 2019 (6)  
**Special Events:** 2017(77), 2018(77), 2019 (77)  
**Other:** 2017(136), 2018(137), 2019 (154)



# Election Information

## **November 3, 2020 Election**

### **Conduct of Election**

Town Council will consider an Ordinance on July 21 and August 18, 2020 to conduct the election as a coordinated election with Douglas County and to authorize approval of the Intergovernmental Agreement. Town Clerk will verify Candidates and nominating petitions, review FCPA reports, certify the ballot, coordinate with Douglas County and participate in the Logic and Accuracy Test, the Risk Limiting Audit, and serve on the Canvass Board.

### **Ballot Content**

Candidates for Town Council Districts 1, 2, 4, and 6 will appear on the ballot.

### **Candidates**

Candidates that have registered appear on our website under Elections/Financial Filings.

- 8/4-24 Candidates circulate nomination petitions
- 8/6 Candidate Orientation, 6pm, Mill House
- 10/12 Ballots begin being mailed
- 11/3 Election
- 12/1 Newly elected Council sworn in

## **Festival Park Commons General Improvement District**

### **Petition for Inclusion**

The Town received a petition to include the portion of Lot 2, Block 32, Town of Castle Rock, Amendment 33 which was not previously included within the general improvement district. The GID Board plans to meet on August 16 and September 1st to consider an Ordinance to Accept the Petition.

# Other Activities

### **Annexations**

Gateway Mesa Annexation process  
Memmen Parcel Annexation process

### **Metro Districts**

Crystal Valley Metro Districts 1 and 2 Amended Consolidated Service Plan to Council July 21  
Castle Pines Commercial Metro Districts 1 and 4 Quinquennial Review - team reviews and reports to Council  
Special District Budgets - will be presented to Council  
Metro District Annual Reports due September 1 - team will review and present summary to Council

### **Workload**

Records processed, CORA requests and liquor licensing applications continue to increase from 2019.